

# Finance System Step-by-Step Guide

## Journal Entry Change Values

### What is the Change Values Function?

The Change Values function in the Journal Entry component provides a quick means of replacing certain ChartField values on multiple lines of the JE. This applies to any type of journal (actual, budget, etc.).

### How to Change ChartField Values

After you have created the lines of your journal, you may need to change some of the information. For example:

- You used a specific Account value a number of times to classify a specific transaction and now you learn that your department prefers to categorize it differently; **or**,
- You realize that you've repeatedly debited the wrong SpeedType.

At this point, you could update each affected line, one by one...or you could take advantage of the Change Values function for a quick update of multiple lines.

To begin, be sure that the lines you want to change are displayed on the journal Lines page. Click the [Change Values](#) link in the upper portion of that page.

**Note:** Values will be changed for only the lines that appear on the Lines page at the time that you click Change Values. If you have additional lines to update, display them on that page and then make the change again. Or – in the beginning – change the default number of lines displayed (using the icon in upper right – not visible in screenshot below) so that all lines you want to change are shown on a single screen.

[Template List](#)      [Change Values](#)      [Process](#)

All journal entries, except budget and encumbrance journal entries, must be balanced between credit and debit amounts; budget and encumbrance journal entries are single line entries (i.e., are not required to be balanced between credit and debit amounts). Debit and credit conventions apply to all journal entries. Debit lines are created by inserting the number in the Amount field without any sign designation. Credit lines are created by inserting a minus sign "-" before the number in the Amount field. If an entry is in balance the values under Total Debits and Total Credits in the bottom box will be equal. For further guidance on the debit/credit construction of journal entry, see <http://www.cusys.edu/controller/documents/d-cJE.pdf>. For more information about using the Journal Entry page see [http://www.cu.edu/controller/documents/19\\_CREATING\\_A\\_JOURNAL\\_ENTRY.doc](http://www.cu.edu/controller/documents/19_CREATING_A_JOURNAL_ENTRY.doc)

Select	Line	SpeedType	Fund	Org	Program	Sub-class	Account	Projects	Amount	Journal Line Description	Reference
<input type="checkbox"/>	1	51019448	10	50027	46291	ICCA	480101	Projects	15,000.00	Office Supplies	25456321
<input type="checkbox"/>	2	51019448	10	50027	46291	ICCA	480102	Projects	-15,000.00	Office Services	25456321
<input type="checkbox"/>	3	51018505	10	50118	10007		480101	Projects	387.50	Office Supplies	25456375
<input type="checkbox"/>	4	51018505	10	50118	10007		480102	Projects	-387.50	Office Services	25456375

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UCOLO	4	15,000.00	15,000.00	N	N

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On the new Change ChartField Values screen, using the appropriate rows, identify the value(s) you want to change From and To. Notice that SpeedType itself is not listed. That's because SpeedType is a calculated value (based on the FOPPS). To change SpeedType, simply identify whichever FOPPS fields you need to change in order to produce the desired SpeedType.

- ✓ **Be sure to check the Selected checkbox**  
This checkbox must be checked for every ChartField value you want to change. In the sample screen below, we are only changing values for one ChartField (Account).

University of Colorado

FIN8 R00204 Home | Add to Fa

### Change ChartField Values

Change ChartField Values - Apply Changes To All Displayed Lines

Customize | Find | View All | First 1-7 of 7 Last

Field Name	Field Value	Change to	Selected
Account	480102	480103	<input checked="" type="checkbox"/>
Alternate Account			<input type="checkbox"/>
Sub-class			<input type="checkbox"/>
Organization			<input type="checkbox"/>
Fund Code			<input type="checkbox"/>
Program Code			<input type="checkbox"/>
Project			<input type="checkbox"/>

OK Cancel Refresh

Click OK.

You'll return to the journal Lines page – and the lines displayed will show the changes.

#### Notes:

Changing the Account ChartField value of a line does **not** change the value displayed in the Journal Line Description field.

The Alternate Account ChartField is not used at CU.